



## 2011 Internship *Budget & Finance*

Background	The Budget and Program Office provides oversight of the budget in Gateway National Recreation Area. The division administers charge card, travel, and payroll programs; and provides consultation to management on financial aspects of Park operations.
Description	<p>Flexible schedule - 16 or more weekday hours available</p> <p>Internship will involve a variety of entry level budget and finance assignments including but not limited to:</p> <ul style="list-style-type: none"><li>• Compilation of numerical and situational information</li><li>• Assistance with management of financial records</li><li>• Assistance with preparation of reports</li><li>• Analysis of financial data</li><li>• Assistance in administration of payroll, travel, and charge card programs</li></ul>
Requirements	<ul style="list-style-type: none"><li>• Strong mathematic, analytical and problem solving skills</li><li>• Good computer skills; experience with Microsoft Excel</li><li>• Organizational and time management skills</li><li>• Interpersonal and communication skills</li></ul>
Related Classes	Economics, Finance, Statistics, Accounting, Computer
Location	Fort Wadsworth in Gateway National Recreation Area Staten Island, New York
To apply	<p>Send resume and letter of interest: National Parks of New York Harbor Education Center Attention: Sheridan Roberts, Internship Coordinator 210 New York Avenue Staten Island, New York 10305</p> <p><i>Email:</i> <a href="mailto:Sheridan_roberts@nps.gov">Sheridan_roberts@nps.gov</a></p>